

# September checklist 2022

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### LIGHTING, OUTSIDE

SITE AND BLDG #: **ny024**  
**18920** **9766**  
 LOCATION/RM #: **357**  
**358** WO# **18921** ASSET # **9807**

MECHANIC **Ramon V**  
 SIGNATURE:

DATE: **9-23-2022**

START TIME:

FINISH TIME:

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE                                                                       |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----|-------------------------------------------------------------------------|
|                                            |                                                                                                                                                                                  | YES                                                                                 | NO |                                                                         |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                                                  |                                                                                     |    |                                                                         |
| 1                                          | In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to. |    |    |                                                                         |
| 2                                          | Schedule and coordinate work with operating personnel.                                                                                                                           |    |    |                                                                         |
| 3                                          | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                      |    |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                  |                                                                                     |    |                                                                         |
| 1                                          | Open and tag switch.                                                                                                                                                             |    |    |                                                                         |
| 2                                          | Inspect visual condition of wiring. Look for evidence of overheating.                                                                                                            |    |    |                                                                         |
| 3                                          | Check for proper light operation.                                                                                                                                                |    |    |                                                                         |
| 4                                          | Test operation of automatic switches/ time clock/ photocells if applicable.                                                                                                      |   |    |                                                                         |
| 5                                          | Inspect light pole and mounting devices for deficiencies.                                                                                                                        |    |    |                                                                         |
| 6                                          | For any noted deficiency, takes pictures and open corrective maintenance ticket.                                                                                                 |  |    |                                                                         |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**